

~~SECRET~~~~EYES ONLY~~~~CONFIDENTIAL~~

25X1A9A

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 27 March 1957

Present: C/MS - Chairman Dr. Tietjen
 DC/MS - Voting Member
 C/PD - Voting Member
 C/PCD - Voting Member
 C/TSD - Voting Member
 C/ASD - Executive Secretary
 Secretary to C/MS - Recording Secretary

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1. Minutes of Previous Meeting

The Executive Secretary requested clarification of his responsibility with regard to the assignment of SD:SM personnel to OSI, as noted in the Minutes of the Medical Staff Career Service Board Meeting of 20 March 1957, stating that he had informed [] that this request would be held in abeyance pending receipt of a similar request from another component. It was agreed that this was all that was required. The Minutes were otherwise approved as written.

2. Assignment

The Board next considered candidates for the position of Administrative Officer, Special Support Staff, at grade GS-11. The Executive Secretary named the following individuals as eligible for this position:

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25X1A9A [] was recommended for the position because of his recent request for reassignment to SSS or PCD.

A memorandum request recently received from C/PCD for reassignment of his personnel was reviewed as follows:

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[] GS-12, to Administrative Officer, SSS
 GS-11, to Administrative Officer and PCD
 -9, to Research and Development position,
 , GS-8, to Training Liaison Officer.

25X1A9A In the event of [] transfer to another component, C/PCD would favorably consider the assignment of [] to the AO/SSS position.

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25X1A9A With regard to the two nominees of the Executive Secretary, C/PCD felt that [redacted] did not possess the background for instruction and operational work to which employees of SSS and PCD are sometimes assigned; 25X1A9A he also felt that [redacted] could have more to offer the PCD-SSS combined functions than [redacted]. DC/MS stated that before the assignment of [redacted] could be considered, the Board must have assurance that he does not plan to transfer for a reasonable period of time; C/PCD 25X1A9A replied that while [redacted] had indicated a desire to transfer, he 25X1A9A did not feel that such action would take place in the foreseeable future.

The Board Members voted on this assignment as follows:

DC/MS -	[redacted]
C/PD -	[redacted]
C/TSD -	[redacted]
C/PCD -	[redacted]

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25X1A9A The Executive Secretary reiterated his recommendation of the assignment of [redacted] to this position and added that the Registrar would concur 25X1A9A in the release of [redacted] from his present position of Physical Requirements Officer and the assignment of [redacted] to the PRO position. 25X1A9A

In view of this discussion, C/MS will take the assignment of a candidate for the position of Administrative Officer, SSS, under advisement.

3. Review of Fitness Reports

The Executive Secretary announced the receipt of Fitness Reports on the following employees:

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[redacted]	-10, Medical Administrative Officer
[redacted]	9, Medical Technician
[redacted]	, GS-7, Staff Nurse
[redacted]	GS-6, Secretary (Stenographer)

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4. Review of Field Reassignment Questionnaire

Receipt of a Field Reassignment Questionnaire from [redacted] 25X1A6A
GS-8, Medical Technician, assigned to [redacted] was announced by the Executive Secretary. A letter of acknowledgement will be forwarded to [redacted]

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5. Competitive Promotion Program

Since it appears that the DD/S' stated ideas on the subject of the Competitive Promotion Program are at variance with the comments of representatives of the Office of Personnel, C/MS requested the Executive Secretary explore this matter and report his findings to the Board. If

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this does not suffice, C/MS will prepare a memorandum to the Director of Personnel. The Executive Secretary announced his intention to present such a report to the Board in the near future.

6. Career Planning for Individuals - CIA Regulation

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Career Preference Outlines on the following Medical Staff personnel were reviewed by each individual's supervisor:

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GS-12, Medical Technical Assistant
12, Supply Officer (Deputy Chief)
-11, Physical Requirements Officer
S-11, Personnel Officer
GS-12, Registrar
GS-11, Medical Technical Assistant
-12, Psychologist (Clinical)
GS-12, Pharmacist (Administrative)

These Outlines will be forwarded to the Office of Personnel with the notation that they have been reviewed by the Career Service Board.

7. Miscellaneous

- a. C/MS raised the question as to whether or not assignments considered by the Board are made known to eligible candidates prior to the Meeting so that they might apply if interested. Since such a procedure does not exist, the Executive Secretary was requested to give this matter consideration and present his ideas at the next Board Meeting.
- b. C/PCD has submitted a periodic training review to C/MS and it will be discussed at the next Meeting of the Board.

MS/mam

Distribution:

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